

Grievance Form

Faculty, staff or students who wish to file a grievance should complete this form. Prior to filing a grievance, the concern should be addressed with the faculty, staff or candidate with whom there is a concern, or the individual responsible for the grade or procedure being challenged. The Grievance Form is to be used to address concerns regarding grades, a faculty/staff/candidate, program admission or suspension or other program-related issues. Resolutions to grievances will be resolved within 7 to 10 days of receipt by the appropriate Department Chair.

Note: See Grade Appeal Policy if a formal grade appeal is being filed.

<p>Part 1: Submission – Complete all information below and submit to the appropriate Department Chair. Include any documentation to support your grievance.</p>			
Date:	Last Name:	First Name:	Contact Information: Date:
<p>Grievance:</p>			
<p>Part 2: Follow up – Within two days of receiving the Grievance Form (unless otherwise notified), the Department Chair will review the form and notify the faculty/staff/student filing the grievance if any additional documentation is required to make a decision regarding the grievance. If more than one party is involved in the grievance, documentation will come from each involved party. If no additional information is needed, the faculty/staff/student will be notified that the grievance is being processed.</p>			
Review Date:	Additional Information Needed:		Notification Date:
<p>Part 3: Resolution - Within seven to ten (7-10) days of receiving the Grievance Form (unless otherwise notified), the Department Chair will make a decision regarding the grievance and notify all parties involved of the resolution.</p>			

Resolution Notification Date:	Resolution:
<p>Part 4: Grievance Challenge – Faculty/Staff/Students who desire to challenge the resolution received by the grievance process should follow the appropriate chain-of-command described below:</p> <ol style="list-style-type: none">1. Appeal to the Dean2. Appeal to the Provost/VP for Academic Affairs3. Appeal to the President’s Office	